



Facility Request Application

Name of Group (if available): _____

Name of Event: _____

Purpose of Event: _____

Date of Event: _____

Begin Time: _____ AM / PM End Time _____ AM / PM
(End time is no later than 10:30 pm Sun-Fri and 8:00 pm on Saturdays)

Contact Person: _____

Address: _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

FUMC Member Name: _____ Member Cell: _____

FUMC Member Signature: _____

OFFICE USE ONLY	
Accept / Reject	
Date:	_____
Office Staff Personnel Receiving Request:	_____

Deposit Pd. \$	_____
Date:	_____
Ck #	_____

Balance Pd. \$	_____
Date:	_____
Ck #	_____

Space Request				
Church		First Place		
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> First Floor (Great Room, Agape Room, Kitchen)			
<input type="checkbox"/> Classroom	<input type="checkbox"/> Basement			
Donation Request				
	Non-Church Member		Church Members / Non-Profit Groups	
	Facility	Custodial	Facility	Custodial
Church				
Sanctuary	\$300.00	\$100.00	\$50.00	\$100.00
Classroom	\$50.00	\$25.00	\$0.00	\$0.00
First Place				
First Floor (Great Room, Agape Room, Kitchen)	\$300.00	\$100.00	\$50.00	\$100.00
Basement/Second Floor	\$150.00	\$100.00	\$50.00	\$100.00
<ul style="list-style-type: none"> • Usage is subject to approval by the church. Usage rates listed above are for the first 3 hours. • Each additional hour is \$50 for Church Members and Non-Profit Groups and \$100 for Non-Church Members. • Audio/Video Equipment is available at both the Church and First Place but subject to availability of a FUMC operator. \$100 for the first 3 hours, \$25 per hour for each additional hour, 2-hour minimum. • Kitchen is only for the service of food and not for the preparation of food. • Member must be present at the event. If the member is not present then the non-member rate will be assessed to the member. 				

Total Cost: _____

\$50.00 non-refundable deposit due at the time the reservation is made.
 The balance is due two weeks prior to the event.



Use of Facility Agreement

I have read, understand and agree to abide by the following regulations:

- All rooms including the kitchen must be left in a neat and orderly condition. Lost and damaged equipment must be replaced or a replacement charge will be administered. People using the facility are to put the tables up and down.
- Church members and approved non-profit groups using the facility are limited to a three-hour time span including set up and tear down. Facility must be left clean and re-set to the original set up. If not, a \$50. per hour fee will be charged to the member / group and future usage will be suspended.
- Only the room requested on the Facility Request Form may be used.
- Attaching objects to the ceilings, walls or light fixtures is prohibited. No use of thumbtacks, tape etc.
- The Church cannot store equipment, supplies or materials owned by groups or individuals and cannot be responsible for the same.
- Children must be supervised by adults at all times.
- Smoking on all church property is prohibited.
- There shall be no use of alcohol on church premises, including the parking lots.
- There shall be no use of candles in the building without prior authorization.
- No stage equipment is to be moved.
- The Church reserves the right to discontinue immediately the use of any room by any group which disturbs the operation and procedures of the church or violates the church's purpose and beliefs.
- The use of the facility does not in any way constitute an endorsement of the user's beliefs or policies nor does it imply in any respect an affiliation with the First United Methodist Church.
- Failure to comply with these regulations may cause forfeiture of future use.
- Custodial hours are flexible with each event. The custodian will have the name and number of the facility users so they can let the custodian know when facility users need in and out of the building.
- The requester or attendees shall not engage in any conduct contrary to the church purposes and beliefs

I understand this is an application and is not binding until accepted by the First United Methodist Church.

I have read, understand and executed the hold harmless and indemnification agreement, which shall be placed in effect upon the acceptance of this application.

I understand the First United Methodist Church does not charge a rental fee. However, if accepted, the requestor agrees to and shall reimburse the church pursuant to the schedule stated in the Facility Request Application to cover cost of wear and tear and additional custodial services.

Signature of Requestor

Date



Thank you for inquiring about the use of facilities at the Troy First United Methodist Church. Various space is available at the discretion of the church for private events. Attached is a “Facility Request Form” that lists the available spaces and associated fees. Our fees are not to be considered rent, but fees to help offset the maintenance and custodial costs associated with your event.

The church will attempt to reply within 5 working days of your request. Do not consider the completion of the Request Form as confirmation of your reservation. Many groups request the use of our facilities and we process all requests on a first-come basis.

We are very proud of our ministries that extend the peace of Christ in a variety of ways. We ask your cooperation in conducting all activity on church premises in a Christian manner. The First United Methodist Church reserves the right to deny any and all requests which are deemed objectionable to the purpose and ministry of the Church.

The members and friends of the First United Methodist Church extend to you a warm welcome and hope you enjoy our facilities. Please complete the attached form(s) and return them to the church office. Forms may also be mailed to: First UMC, 110 West Franklin Street, Troy, Ohio, 45373.

Sincerely,

The First United Methodist Church, Troy, Ohio
Board of Trustees



Hold Harmless and Indemnification

For valuable consideration, the receipt of which is hereby acknowledged, the undersigned, _____ whose address is _____, do(es) hereby agree to indemnify, protect, and save and hold harmless The First United Methodist Church and First United Methodist Church of Troy, hereinafter Church and their respective representatives, agents and employees, from and against any and all liability, actions, causes of action, claims, judgment, loss, cost and expense arising out of or in any way related to or connected with the use or occupancy of the premises of the Church by undersigned or by any of the undersigned's agents, employees, invitees, representatives or guest, which use or occupancy results in any injury or alleged injury whatsoever to persons or property. I/We hereby unconditionally agree that I/we shall utilize maximum care in the use of the premises to avoid accidents or occurrences that might cause injury to persons or property. If any claim is alleged against the Church by anyone (including governmental agencies) arising out of or in any way related to the use or occupancy of the premises by the undersigned its representatives, agents, invitees, employees or guests, it is expressly understood and agreed that the undersigned shall take over the defense of each and every such claim promptly and pay all attorney's fees, judgments, settlement payments and all other costs and expenses whatsoever incurred in connection with defense of all such claims, without exception. It being expressly understood that the undersigned shall be and remain fully responsible for all such claims and will hold the aforementioned indemnities completely harmless from and against any liability, actions, cases of action, clams, judgments, loss, cost or expense whatsoever in connection therewith.

Signature: _____

By: _____

Title: _____

Date: _____